

As a Computerized Maintenance Management System Administrator, you will manage all CMMS procedures, security assignments, and codes.

JOB DESCRIPTION

- Computerized Maintenance Management System (CMMS) Administrator
- Works under the general supervision of the Work Control Center Manager.
- Serves in the Maintenance Engineering Division of the Engineering and Maintenance Department at either Ronald Reagan Washington National Airport (DCA) or Washington Dulles International Airport (IAD).

As the CMMS technical expert, coordinates daily CMMS operations. Establishes, maintains, and ensures consistent application of CMMS procedures, security assignments, and codes. Serves as the operational interface with the user community and the technical interface with the Office of Technology. Performs related functions.

GENERAL RESPONSIBILITIES

- Manages and troubleshoots the operations of the CMMS.
- Identifies opportunities to upgrade or replace hardware or software to meet the current and future needs of its users and management; recommends changes and participates in the acquisition, implementation, and follow-on management of purchases.
- Coordinates the planning, design, and establishment of data entry standards used in the CMMS.
- Trains CMMS users; orients new users and updates experienced users on system changes.
- Coordinates with Engineering, Information Technology (IT), and CMMS users to facilitate the importing and exporting of data.
- Manages the publishing process for reports used in work order and inventory analysis graphs.
- Monitors the change process for system procedures and standards.
- Coordinates the management of facility asset records and preventative maintenance schedules.
- Serves as the Contracting Officer's Technical Representative (COTR) for service contracts with IT vendors.
- Performs other duties as assigned

QUALIFICATIONS

- Six years of progressively responsible experience in CMMS database management, including work flow processing and configuration management, creating reports and dashboards, and training users.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Skill in using a computerized maintenance management system and database and reporting software.

2. Knowledge of and ability to work with maintenance management, maintenance trades, and maintenance procedures to support trades shop users in their use of a maintenance management system.
 3. Ability to perform detailed analyses of data and information, with emphasis on creating dashboards and reports.
 4. Knowledge of and skill in using database management hardware and software.
 5. Knowledge of and the ability to apply configuration management principles and applications.
- Ability to speak and write effectively

PREFERRED QUALIFICATIONS

- Experience with facility management system/software such as a CMMS.
- Experience with database reporting tools such as Crystal Reports.
- Bachelor's degree in an IT discipline or related field.

EDUCATION

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience, and training.
- A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the six years of experience. For example, an associate's degree may substitute for two years of experience.

CERTIFICATIONS AND LICENSES REQUIRED

- A state driver's license in good standing.
- Must be able to obtain an Airport Operations Area (AOA) permit within 90 days of hire.

NECESSARY SPECIAL FACTORS

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.
- May be subject to night/weekend work.
- May be subject to hold over and recall on a 24-hour basis for essential services and emergencies.
- May be exposed to potential hazards common to the airport environment and construction industry, such as hazardous fumes and substances, dirt, dust, and loud noises. Wears protective equipment, as needed.